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*Bldg + Gr 3-1  
(General)*

Mr. Lloyd, rm 7D24 /s/HGL 5 Nov

(h/w by LKW)

Dir. of Log.

I have discussed this with Mr. Kirkpatrick who agrees that the funds (para 3) shall come from the Office of the Director.

/s/LKW

Chairman, FAC

4 Nov 63

STATINTL

DD/S:LKW:fp

Distribution:

O - Addressee w/DD/S 63-4668

1 - DD/S Chrono w/o att

☒ 1 - DD/S Subject w/T cy DD/S 63-4668

DD/S 63-4668 - Memo dtd 2 Nov 63 to

STATINTL

SA&FB, OL, subj: "Planters & Podium  
for the Auditorium Platform"

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2 November 1963

MEMORANDUM FOR:

 Deputy Director  
Space Allocations and Facilities Branch

STATINTL

SUBJECT:

Planters and Podium for the Auditorium  
Platform

1. The Fine Arts Commission recommends that planters be constructed for the platform in the auditorium as we discussed with  the interior decorator. The planter boxes are to be 5 feet long, curved to conform to the perimeter shape of the stage, 8 inches high, and 10 inches wide. They are to be covered with some appropriate material, paint or otherwise, with a semi-matte finish. When the planter boxes have been completed, I will request  to discuss with  the artificial plants to be placed in the boxes.

2. The FAC also recommends that a new podium be obtained to replace the present podium in the auditorium. This to be the same design as the one we were examining from the Office of Training which was obtained from Duquaine Lectern Mfg. Co., Kewaunee, Wisconsin. You will recall that we wished to have the vertical molding altered, however, in order to receive the Agency seal. The podium is to be a walnut finish.

3.  of Mr. Kirkpatrick's office has approved these recommendations and has stated that the funds to meet these needs shall come from the budget of the Office of Logistics. ✓

4.  is coming to the Agency at 9 a.m. on Tuesday, 5 November, to discuss some matters with me. If there is any question that needs clarification on the subject of this memorandum, I would appreciate your coming to my office, 5B2830, about 9:15.

Chairman

FAC

STATINTL

cc: ExDir (Attn: )  
A/DDS  
FAC

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DD/S 63-4241

*Bldg + Gr 3-1  
(General)*

9 October 1963

**MEMORANDUM FOR: Director of Logistics**

**SUBJECT : Recording of Important Talks in the Auditorium**

While it is the responsibility of the sponsoring component of gatherings in the auditorium to request recordings of individual presentations if this is desired, in the future please record any talks made by the Director, the Deputy Director, or comparable important persons. Transcripts should be made available to the sponsoring component with specific instructions that the component is responsible for obtaining the speaker's permission to make any additional distribution.

DD/S:LKW:sbo

Distribution:

6 & 1 - Adse

cc: Executive Director

1 - DD/S chrono

✓ 1 - DD/S subject

*Signed*  
L. K. White  
Deputy Director  
(Support)